



Application for Admission

APPLYING TO UCQ

PLEASE KEEP THIS PAGE FOR YOUR OWN REFERENCE

Application Deadline: Monday, April 1, 2019. To complete your application, please note the following steps:

- 1.** Submit your application form to the University of Calgary in Qatar Admissions office. Please include the following:
 - **Steps One to Five of the attached application**
 - **Copy of your passport and your national identification card (Qatar ID)**
- 2.** Arrange for your all academic records to be sent directly to the UCQ Admissions office. You will need to submit the following documents:
 - **Official secondary school transcript**
 - **Official transcripts from any university or college you have attended.**
Even if you did not complete the program or the course work is not related to the field of nursing you are still required to submit the transcripts.
 - **Official test score results from TOEFL or CAEL or IELTS**

If you have studied nursing at a school outside of Qatar you will also be required to submit:

- **Detailed course outlines, nursing diploma certificate, nursing registration/license**
- **CV detailing your work experience**

If the original language of your transcripts is not English you must also arrange for official English translations to be sent as well. We recommend translations be completed at the Ministry of Interior.

All documents should be addressed to:

Student Services
University of Calgary in Qatar
Al Rayyan Campus
Al Frousiya Road, Next to Al Rayyan Health Center
P.O. Box 23133 Doha, Qatar

Important!

You can submit your application form before you submit all your academic records.

Don't wait until you have all of your transcripts or certifications to submit your application form.

What happens next?

Once all the required documents have been received, Student Services will evaluate your completed file and make a recommendation regarding your admission. If you are not granted admission directly to a degree program, you will be considered for the Foundation program. The submission of the required information or having sponsorship does not guarantee admission.

If you have any questions about the application for admission or entry requirements, please contact Student Services at **4406 - 5200** or via email **ucqadmit@ucalgary.edu.qa**



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STEP ONE

FOR INTERNAL USE

Received by: _____

Passport Qatar ID

Do you have or are you a: Qatari National Child of a Qatari Parent Born in Qatar

How many years have you been in Qatar? _____

I heard about UCQ from: Community Advert High School Family/Friend
 Work Internet Other: _____

PERSONAL INFORMATION

Passport Name: Mrs. Ms. Miss Mr.

First Name _____ Second Name _____ Third Name _____ Family Name _____

Previous name if applicable: _____

Date of birth: _____ Place of birth: _____
Day/Month/Year City/Country

Country of passport: _____

Nationality: _____

My studies at UCQ are sponsored by: _____

I am not applying for sponsorship and will be responsible for the payment of my tuition and fees

CONTACT INFORMATION

Email address: _____

Mobile phone: _____ Home phone: _____

P.O. Box: _____ City/Country: _____

ENGLISH TEST DETAILS

I have supplied the evidence of the following:

TOEFL Score: _____ IELTS Score: _____ CAEL Score: _____ Date: _____

I believe I am exempt because I am from an English Language Country or have studied 3 or more years in an English Language Country International School

Are you currently working as a nurse? Yes No

Where are you working as a nurse? _____

Hospital and Department: _____

Employee ID: _____



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STEP TWO

SECONDARY (HIGH SCHOOL) EDUCATION

List all of the school(s) you attended for the **final 3 years** of secondary school (high school):

1. **School name:** _____
City/Country

Location of school: _____

Attended from: _____ **Attended to:** _____
Month/Year Month/Year

Name of diploma/certification received: _____

2. **School name:** _____
City/Country

Location of school: _____

Attended from: _____ **Attended to:** _____
Month/Year Month/Year

Name of diploma/certification received: _____

3. **School name:** _____
City/Country

Location of school: _____

Attended from: _____ **Attended to:** _____
Month/Year Month/Year

Name of diploma/certification received: _____



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STEP THREE

POST SECONDARY EDUCATION - UNIVERSITY OR COLLEGE

Important!

You are required to report every post-secondary institution that you been registered as a student. Even if you did not complete your studies or the course work you completed is not related to the field of nursing.

Failure to report all universities or colleges will result in the cancellation of your application.

Please list all of the universities or colleges you are or have attended:

1. **University/College name:** _____

City/Country

Location of school: _____

Graduating diploma/certificate/degree received: _____

Please tick the following:

Transcript attached

Official

or

Photocopy

2. **University/College name:** _____

City/Country

Location of school: _____

Graduating diploma/certificate/degree received: _____

Please tick the following:

Transcript attached

Official

or

Photocopy

3. **University/College name:** _____

City/Country

Location of school: _____

Graduating diploma/certificate/degree received: _____

Please tick the following:

Transcript attached

Official

or

Photocopy



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STEP FOUR

SIGNED DECLARATION OF APPLICATION

I understand that this information is collected for the purposes of determining my admissibility to the University of Calgary in Qatar (UCQ), and may also be shared with Canadian Agencies in accordance with legislation governing post-secondary education in Canada. This information will form part of the student record and will be disclosed to relevant University of Calgary academic and administrative units. If granted an award, pertinent information may be released to award donors, high schools, funding bodies, and used for University of Calgary in Qatar promotional purposes. Specific data elements will be disclosed to the Students' Associations in Calgary in accordance with contractual agreements since University of Calgary in Qatar students are members of either the undergraduate or graduate student's associations.

At the University of Calgary in Qatar the following information is defined as the student's public record: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. All other data is considered confidential and will be used and disclosed in accordance with privacy legislation. If you have any questions or concerns about the collection of, or use of this information, please contact the Director of Student Services, University of Calgary in Qatar.

With regard to this application, I certify that the information provided is true and complete in all respects. I understand that falsifying or omitting documents or omitting information on this application will result in immediate dismissal from the University. Falsified documents may be referred to the appropriate authorities for prosecution. Information on falsified documents may be shared with the Association of Universities and Colleges of Canada. Completion of this application gives express permission to the University of Calgary in Qatar to request from other institutions any applicant's transcripts in addition to those already submitted. The University reserves the right to reject applicants for admission or cancel any admission ruling, even if entrance requirements have been technically met, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University are reasonable in the circumstances.

I have read and understand this applicant declaration, and if admitted to the University of Calgary in Qatar, I agree to comply with all the rules and regulations.

Signature of applicant: _____

Date: _____

Day/Month/Year



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STEP FIVE

CONFIDENTIAL STUDENT RECORD ACCESS WAIVER FORM (OPTIONAL)

The University of Calgary has a Policy on the Confidentiality of Student Records that was approved by General Faculties Council in 1989 and is in compliance with both federal and provincial legislation which deal with privacy and confidentiality matters. This policy defines what information is considered public and who has access to student records. All students have the opportunity to view their own record excluding file memos marked as confidential and information which was provided in confidence (either explicitly or implicitly). Students will be permitted to view such files under conditions which prevent any alteration or mutilation of the file or its contents and in the presence of a supervisor. This includes both Registrar's and Faculty/Department office files.

At the University of Calgary in Qatar the following information is defined as the student's public record: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. All other data is considered confidential and will be used and disclosed in accordance with the Policy on Confidentiality of Student Records legislation.

Confidential records include but are not limited to:

- Information contained on a completed application form
- Official and unofficial copies of education transcripts
- Courses in which a student is enrolled
- All grades, both final and on individual assignments
- English language proficiency exam results (e.g. CAEL, TOEFL)
- Sponsorship information

However, in keeping with the Confidentiality Policy, students can authorize the University of Calgary in Qatar to release the student's confidential record to named individual(s) by completing this Waiver Form. This Waiver Form will be kept on file by the University of Calgary in Qatar and no confidential information will be released to any non-University of Calgary in Qatar person unless that individual is specifically named on this form.

Please see step three regarding confidential record access for your sponsoring agency

Completion of this Confidential Student Record Access Waiver Form authorizes the University of Calgary in Qatar to provide details of the student's confidential academic record, including grades to:

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

I have read and understand this Confidential Student Record Access Waiver Form, and I agree to comply with all the rules and regulations.

Signature of applicant: _____

Date: _____

Day/Month/Year